

PFF COUNTERPROPOSAL #2- 1/11/23

ARTICLE 10 - PROFESSIONAL DEVELOPMENT

10.1 In any academic year, there shall be seven (7) professional development days, equal to forty-two (42) hours, as authorized by Title 5 California Code of Regulations (CCR) §55724. The seven (7) professional development days for full-time faculty include one (1) required orientation day (Plenary on the Friday immediately preceding the start of the fall semester). In the event of an absence on the required orientation day, appropriate leave provisions shall be used in accordance to Article 9.2.

10.1.1 All full-time faculty members (regular, probationary, and temporary) shall complete the required professional development hours. Professional development activities cannot replace the faculty member's contractual duties. Early Childhood Educational Lab School teachers are not required to participate. Details about ECELS teachers PD requirements are contained in Appendix L.

10.1.1.1 Some types of leave impact PD hour requirements for full-time faculty. Faculty members on one (1) semester sabbatical leave must account for half (1/2) the number of hours set aside for professional development for the year. Faculty on load bank leave, however, must account for the full number of hours for the year. Faculty with partial contracts must account for the same proportion of professional development hours.

10.1.1.2 For full-time faculty, the Professional Development year concludes for reporting purposes two weeks prior to the end of the spring semester. If a full-time faculty member does not successfully complete an approved Professional Development contract by two weeks prior to the end of the spring semester, the Professional Development Coordinator will contact the faculty member to ascertain the reason for the delay and inform the faculty member, department chair, and appropriate Dean. Full-time faculty are responsible to monitor their Palomar email for notifications from the PD office/coordinators. If the full-time faculty member does not successfully complete an approved Professional Development Contract by one week prior to the end of the spring semester the Professional Development Coordinator will share that information with the Assistant Superintendent/Vice President for Instruction, who will inform the Assistant Superintendent/Vice President for Human Resource Services that the faculty member's last paycheck for the year will be reduced by an amount (in gross salary) proportionate to the activities not completed.

10.1.1.3 Full-time faculty are encouraged to split their Professional Development hours between the two semesters of the school year. It is recommended that faculty complete 21 hours per semester (Fall: June 1 through December 31, Spring: January 1 through May 31) and report their completed hours each semester

in the online portal.

10.1.2 Mandated trainings as required by the District, State or Federal law will be required by of all employees covered by this agreement. Part-time faculty will not be required to exceed six hours of mandated training per academic year and will be paid beyond the contractual professional development pay for such trainings for up to six hours. but shall not exceed four hours per academic year. The list of mandated trainings and the duration of each training shall be published on the Human Resources website.

10.1.3 Part-time faculty may complete professional development during the Fall and Spring semester based on instructional and non-instructional workload. Part-time faculty are compensated for professional development hours completed based on their percentage of workload. Part-time faculty who are eligible for canceled class pay in accordance with Article 15 shall be eligible for PD Pay for any professional development activities logged and completed between the dates listed in 10.1.23.1 and prior to their notification of the cancellation of reassignment of their class. A 100% load in a given semester is 21 hours of Professional Development. Example: Part-time faculty member teaching 67% load in the Fall semester would be eligible to be compensated for up to $0.67 \times 21 = 14.07$ hours.

10.1.3.1 Due to payroll deadlines, PD for part-time faculty must can be completed from August 1 – December 1 for the fall semester, and from January 1 – May 1 for the spring semester. Part-time faculty must report completed PD hours by December 1st for fall semester and May 1st for spring semester. Part-time faculty will be compensated for PD activities completed and reported by the due dates. Since SLO and ILO assessments are often completed after the dates listed here, part-time faculty may pre-certify completion of SLO/ILO assessment as self-designed PD.

10.1.3.2 Part-time faculty members who are providing-assigned as a long-term substitute substitution (two consecutive weeks or more) for any class will be eligible for a prorated amount of eligible PD hours based on their teaching load including the substitution.

10.1.3.3 Non-instructional part-time faculty may be compensated for professional development as outlined in this Article based on their percentage of workload.

10.1.3.4 Part-time faculty without an assignment may voluntarily and without compensation participate in District provided PD activities as long as they remain employees of the District.

102 Each academic year, all faculty members must report their completed PD activities in the online portal, which will serve as their shall develop and submit an individual Professional Development Plan for which will be reviewed and approved and approval by the Professional Development Coordinator. Self-designed Professional Development plans External trainings must be submitted to the

online portal and pre-approved by the Professional Development Coordinator before the end of the semester within 30-45 days of the deadline. Self-designed PD hours that are not approved according to the guidelines in this Article may need to be paid back by the full-time faculty member to the District. The Professional Development Plan, when approved, shall be the agreement required by Title 5 CCR §55726.

- 103 Professional development activities are determined by the faculty member and should lead to employee, student, and/or instructional improvement. Acceptable activities are listed in Ed Code section 87153 and Title 5 Section 55724 and are further explained on the Professional Development website.
- 104 There shall be a Professional Development Coordinator who will be a full-time permanent faculty member appointed by the Faculty Senate once every two (2) years for a term of two (2) calendar years. There is no limit to the consecutive years of service, but there is an open application procedure every two (2) years. The position reports directly to and is evaluated by the Vice President for Instruction.
- 105 The duties of the Professional Development Coordinator include, but are not limited to, the following:
 - 10.5.1 Receiving, reviewing, and approving/disapproving submitted Professional Development Plans from faculty members with the assistance of any staff member in the Professional Development Office or the Professional Development Committee. Confirming the successful or unsuccessful completion of the individual Professional Development contracts.
 - 10.5.2 Developing and approving professional development programs and workshops to meet identified needs, as required by Title 5 CCR §55730(b). This includes planning for and developing fall and spring plenary flex week activities in coordination with the District.
 - 10.5.3 Providing resources for professional development activities.
 - 10.5.4 Managing professional development resources (including purchasing equipment and supplies, maintaining accurate records, and submitting and maintaining balanced budgets).
 - 10.5.5 Coordinating activities with campus and community groups, including the North County Higher Education Alliance (NCHEA). The PD Coordinator serves as the NCHEA Director and NCHEA Coordinator. NCHEA assignments for the college are for a six-year period comprised of two years as NCHEA Director (running the NCHEA program for all three colleges) and four years as Palomar's NCHEA Coordinator. Different PD Coordinators can fulfill the six-year commitment. This cycle may be altered upon agreement of the NCHEA board and the Superintendent/President.
 - 10.5.6 Ensuring compliance by faculty members and the District with all legal requirements for the professional development program, and especially

including the relevant requirements of Title 5 CCR, §55720 et seq. and Ed. Code 87153.

10.5.7 Keeping the professional development programs and workshops dynamic and rigorous, which includes an annual needs survey and an annual evaluation of the effectiveness of the programs and workshops, as required by Title 5 CCR §55730(d).

~~10.5.8 Communicate with faculty members multiple times each semester to inform them of PD announcements, highlights, and upcoming events and PD opportunities. Publishing occasional newsletters during the year announcing and highlighting professional development activities.~~

10.5.9 Presenting the District's approach to professional development programs to the Governing Board of the District, at conferences, to other Community College Districts, and to the State Chancellor's Office, while also gathering information and ideas from them.

In coordination with the PD Committee, plans and implements all orientation days for all employees.

10.5.10 Maintaining accurate records on the description, type and number of professional development activities scheduled and the number of District employees participating in these activities, as required by Title 5 CCR §55730(c).

10.5.11 Serving as Chair and holding regular meetings of the Professional Development Committee.

10.5.12 Providing needed documents to the State Chancellor's Office as required by Title 5 CCR §55730(f).

106 Any decision by the Professional Development Coordinator may be appealed in writing to the Vice President for Instruction who will make the final decision. The Professional Development Coordinator will inform faculty that any appeal to the VPI must be received within ten (10) working days. A "day" refers to a day that the District administrative office is open, excluding days during any intersession or summer session during which the faculty member is not scheduled to work.

The Assistant Superintendent/Vice President for Instruction shall respond within ten (10) working days, giving the reasons for the decision. A copy of the decision and the reasons therefore, shall be sent to the Federation. The decision of the Assistant Superintendent/Vice President for Instruction is final and not grievable.

107 The Professional Development Committee works in collaboration with the Professional Development Coordinator. As a campus-wide committee membership is determined through shared governance.












TA Article 10 1.11.2023

Final Audit Report

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